



Northern Sonoma County Fire Protection District
Regular Board of Directors' Meeting
Thursday, February 20, 2025 at 6 PM.
Geyserville Fire Station – 20975 Geyserville Ave, Geyserville, CA

The agenda and all supporting documents are available for public review at 20975 Geyserville Avenue, Geyserville, CA 95441, 72 hours in advance of each regularly scheduled meeting. Materials related to any items on this agenda submitted to the Board after distribution of the agenda, and not otherwise exempt from disclosure, will be made available for public review during normal business hours.

Assistance for Disabled: If you are disabled in any way and need accommodation to participate in the meeting, please call the Clerk of the Board at 707-857-4373 so the necessary arrangements can be made.

1. Opening Greeting

- a. Call to Order
- b. Roll Call: Stewart, Heiges, Abercrombie, Peterson, Newman
- c. Pledge of Allegiance
- d. Approval or Amendment of the Agenda

2. Public Discussion

The public is welcomed and encouraged to address the Board at this time on matters not on the agenda. Please be advised that pursuant to Government Code Section 54954.2, the Board is not permitted to take action on any matter not on the agenda unless it determines that an emergency exists or the need to take action arose after the posting of the agenda. This period will be limited to thirty minutes and individual speakers will be limited to five minutes.

3. Old Business

This time is set aside for continued discussion and possible action on any issue held over from the last meeting.

- a. Northern County Fire JPA Oversight Committee
 - The Board will have the opportunity to ask staff questions regarding the JPA Oversight Committee Staff Report and the Ad-Hoc Staff Report for January 2025
 - *Supporting materials included in packet:*
 1. *JPA Oversight Committee Staff Report*
 2. *Ad-Hoc Staff Report for January 2025*

b. Policies

- The Board will have the opportunity to ask staff questions regarding the Policy Group Staff Report.
- The Board will consider adopting the following policies: Credit Card Purchases Policy. **(Action Item)**
- *Supporting materials included in packet:*
 1. *Policy Group Staff Report*
 2. *Credit Card Purchases Policy*

c. Multi-Purpose Room

- The Board will have the opportunity to ask staff questions regarding the Multi-Purpose Room Staff Report and supporting materials.
- The Board will consider adopting the following: **(Action Item)**
 1. Facility Rental Policy
 2. Facility Use Agreement
 3. Application for Facility Use
- *Supporting materials included in packet:*
 1. *Multi-Purpose Room Use Staff Report*
 2. *Facility Rental Policy (Draft)*
 3. *Northern Sonoma County Fire Protection District Facility Use Agreement*
 4. *Northern Sonoma County Fire Protection District Application for Facility Use*

4. New Business

Presentation and discussion of new issues brought before the Board or continued discussion of issues not on the previous month's agenda.

a. Policies

- The following policies will be introduced for possible adoption at the March meeting:
 1. Use of District Owned and Personal Property
 2. Public Hearing and Reporting on Vacancies, and Recruitment and Retention Efforts
- *Supporting materials in this packet:*
 1. *Use of District Owned and Personal Property (Draft)*
 2. *AB2561 Staff Report*
 3. *Public Hearing and Reporting on Vacancies, and Recruitment and Retention Efforts Policy (Draft)*
 4. *Procedures for the Public Hearing Regarding AB2561*
 5. *AB2561*

5. Minutes

The Board of Directors will review, amend and approve prior months' Board meeting minutes.

- a. January 16, 2024 Regular Meeting Minutes **(Action Item)**

6. Financial Report

The Board Treasurer or designee will report on the past month's income and expenditures.

- *Supporting Materials:*

1. *Financial Summary Staff Report*
2. *Financials Summary*
3. *Financial Details*

7. Consent Calendar

Matters listed under the Consent Calendar are considered to be routine and will be enacted by one motion and one vote. There will be no separate discussion of these items. If the Board or the public desires discussion, that item will be removed by the Consent Calendar and will be considered separately.

- a. Approval of the January checks issued. **(Action Item)**

8. Chief's Report

Review and questions regarding the Chief's monthly report and any verbal updates on the status of the District and matters pertaining to the operation of the Department.

9. Correspondence

This time is set aside to read any letters or related correspondence to District business.

- a. Solicitation for nominations for two unexpired and three full-term positions on the FRMS Board of Directors.
- b. CSDA Board of Directors Call for Nominations Seat B
- c. Franz Valley COPE Email

10. Good of the Order

This time is set aside for announcements of any events that may be of interest to Board Members or personnel.

11. Adjournment of the Meeting



Northern Sonoma County Fire Protection District
JPA Oversight Committee Staff Report
February 20, 2025 Board Meeting

February 20, 2025 JPA Oversight Committee Meeting

Attached is the January 2025 JPA Ad-Hoc Staff Report.

The final version of the JPA Vision Statement is also included below:

Vision Statement for Northern Sonoma County Fire

The Northern Sonoma County Fire agencies will, through unified command and operations, provide a functional consolidation of personnel, resources, response, and public services to our constituency. We are dedicated to protecting the safety, well-being, and resilience of the communities we serve. We are committed to this shared vision that emphasizes local control, cost-effective solutions, and commitment to providing the highest quality fire and rescue services. We are united by common goals and strive to be a trusted and reliable fire and rescue force, protecting lives, property, and the natural environment from the threats we face in Northern Sonoma County.

Action Requested

1. Schedule a joint Cloverdale and Northern Sonoma County Fire Protection District Board Meeting for March 27, 2025 at 6:00 at Cloverdale Fire Station.



Ad-Hoc Staff Report for January 2025 Submitted by Chiefs Jenkins and Turbeville

Measure H Funding Discussion:

The committee discussed the expected tax revenue from Measure H, which is anticipated in March. A key focus will be evaluating how these funds can support long-range employee costs over the next 7 to 10 years to ensure financial sustainability. Chief Jenkins will work on forecasting this out for our next meeting. We discussed a coordinated/combined financial projection to maintain fiscal responsibility.

Operational Planning:

Standard Operating Procedures (SOPs): We continued discussions on standardizing SOPs across both districts. Many of the SOP's are complete, Cloverdale needs to review and meet and confer with labor on new SOP's.

Station Readiness: Chiefs discussed importance of making sure station culture and work productivity is maintained and operational efficiency as we move toward full integration. Plans are in motion to ensure firefighters are equipped and staffed properly at both stations. Chiefs are meeting to confirm the final steps for the hiring process for firefighters which is planned for March. Exact timelines to be determined by the chiefs and will be lined-out at the upcoming meeting.

Joint Board Meeting:

We propose holding a joint full board meeting in March to present JPA progress and the status to all board members. This meeting will focus on the JPA only. Regular board business will be held at the regular scheduled board meetings.

Administrative Cost Discussion:

The group reviewed the administrative rate for Cloverdale managing all employee services. The current rate is 5%, this rate was originally set at 15%. Cloverdale will report back at the next meeting with further details on administrative rate.

Mechanic and Grant Administration:

Chief Turbeville and Director Peterson plan to discuss the use of the mechanic and the administration of grants, ensuring efficient allocation of resources and responsibilities.

Employee Engagement:

The committee also discussed inviting employees to an upcoming meeting to review JPA progress and gather their input. Their feedback will be valuable in shaping the operational aspects of the JPA.

Next Steps:

Finalize SOPs and staffing assignments.

Determine the March hiring timeline.

Confirm the date for the joint board meeting.

Receive updates from Cloverdale on the admin rate.

Continue discussions on grant administration and mechanic services.

Plan an employee input session. Date to be determined.

We are making strong progress in many aspects of our work, and we look forward to continued collaboration as we refine the next JPA.

Respectfully Submitted,

Chiefs Jenkins and Turbeville



Northern Sonoma County Fire Protection District
Policy Group Staff Report
February 20, 2025 Board Meeting

Background

The following policy was introduced at the January Board Meeting:

1. Credit Card Purchases: There have been no changes since the January Board meeting.

Last month, staff began the process of issuing approved policies and sharing approved policies with Cloverdale Fire.

Tonight, the following policies will be introduced under New Business:

1. Public Hearing and Reporting on Vacancies, and Recruitment and Retention Efforts (see separate staff report)
2. Use of District-Owned and Personal Property (this is a Lexipol policy)

Action Requested

1. Board approval of Credit Card Purchases policy.

Credit Card Purchases

219.1 PURPOSE

The intent of this policy is to provide guidance to any employee assigned or designated to use the District issued credit card.

219.2 POLICY

District issued credit cards are to be used for official District business and may not be used for personal purchases. Unauthorized purchases could be treated as misuse of public funds and could result in immediate and permanent cancellation of your card and/or disciplinary actions. Use of the District credit card is not intended to replace effective procurement planning which maintains appropriate controls and enables volume discounts.

219.3 PROCEDURE

The District issued credit card may be used to purchase items that are directly related to an employee's area of responsibility. All purchasing policies and procedures will apply to credit card purchases.

Expenses must be for approved budget items only. Cardholders must ensure that budgeted funds are available prior to making purchases. The finance department can assist the cardholder with any needed budget information.

Employees may not take cash advances on credit cards.

219.4 RESPONSIBILITIES

It is the responsibility of the card holder to make sure that all receipts are kept/turned in as soon as possible for all purchases made on their credit cards. The card holder must provide a written description of the purchase and its intended use if the receipt is not clear. If the expenditure is for a specific project or grant, note the project/grant name and/or budget category. The card holder will be held liable for any unauthorized items appearing on the credit card statement unless the activity is fraudulent.

If the card holder loses a receipt, they must make every effort to obtain a copy of the lost receipt. If they are unable to obtain a receipt, they must fill out the "*Missing Credit Card Receipt Form*" and that form must be signed by their supervisor.

The card holder is responsible for resolving any discrepancies with vendors.

It is the responsibility of the card holder to report lost or stolen credit cards. Lost or stolen credit cards shall be reported to the District and to the credit card company as soon as possible.

All District issued credit card holders are required to complete a Form 700 each year, according to the California Fair Political Practices Commission Filings Policy.

Credit Card Purchases

The District credit card is the property of the District and must be surrendered immediately upon separation from the District.



Northern Sonoma County Fire Protection District
Staff Report
Multi-Purpose Room Use
February 20, 2025 Board Meeting

Background

The District is currently looking for ways to better regulate use of the Multi-Purpose Room (Room). The Room currently serves as the dining area, meeting area, conference area, interview room, break area, and training area for staff. In addition, community members regularly use the room for meetings.

Last month, a facility use policy, agreement, and application were presented. Community members requested access to the audio-visual equipment, so the agreement was amended to allow for the use of audio-visual equipment, with certain requirements.

Action Requested

1. Consider approval of the Facility Rental Policy, Facility Use Agreement, and Application for Facility Use.

Facility Rental

1101.1 PURPOSE

The purpose of this policy is to establish guidelines for the use of the Northern Sonoma County Fire Protection District Multi-Purpose Room located at 20975 Geyserville Avenue, Geyserville, CA 95441.

1101.2 POLICY

It is the policy of the Northern Sonoma County Fire Protection District to provide a community space for other public agencies and non-profit community groups.

1101.3 USE BY OTHER PUBLIC AGENCIES AND NON-PROFIT COMMUNITY GROUPS

It is the policy of the Northern Sonoma County Fire Protection District to make the Multi-Purpose Room ("Room") available to other public agencies and non-profit community groups ("Permitted Users"). Non-profit community groups are limited to groups serving communities within the boundaries of the Northern Sonoma County Fire Protection District. Permitted Users include, but are not necessarily limited to, the Geyserville Alexander Valley Municipal Advisory Council and Geyserville Planning Commission. The Fire Chief shall have the authority to implement this policy and to decide on a case-by-case basis whether or not to allow the Multi-Purpose Room to be used by a Permitted User, based on the availability of the Room, the nature of the proposed use and other factors.

1101.4 BENEFITS FROM SHARED USE

Allowing the Permitted Users specified above to use the Room is consistent with the District's purposes and furthers the District's interests by maintaining contacts and favorable relationships with other agencies and groups. Reciprocal benefits may be available through the sharing of resources and information with Permitted Users.

1101.5 NIGHT USE

The Room may be used after regular business hours, Monday through Thursday. The Room may be reserved for up to three (3) hours between the hours of 5:00 PM and 10:00 PM. If the Room is to be used outside of normal business hours, the designated contact for the Permitted User must make access arrangements with Staff.

1101.6 CANCELLATION POLICY

The Permitted User shall give a seven (7) day cancellation notice, if possible.

The District has the right to cancel at any time. District sponsored trainings, meetings, and other events take precedence over outside agencies and groups. The District will notify Permitted Users of cancellation as early as possible.

Facility Rental

1101.7 USER AGREEMENT

As a condition of using the Room, all Permitted Users shall be required to sign the District's Facility Use Agreement. The Facility Use Agreement shall be signed by a duly authorized representative of the Permitted User.

1101.8 APPLICATION

The Application for Facility Use must be completed and returned at least two (2) days prior to the event date. If the Permitted User is a regular user, the Application for Facility Use must be up to date and on file; it is not necessary to complete a new application for each use.

1101.9 USE BY OTHERS NOT ALLOWED

Except for Permitted Users as specified above, it shall be the policy of the District not to allow the use of the Room by any outside individuals, groups, organizations, or associations. The District finds that making the Room available to others could represent an improper use of District resources and could result in substantial interference with the District's operations.

1101.10 POLICY HISTORY

The Application for Facility Use replaces the (2006) Geyserville Fire Department Multipurpose Room Rental Agreement.

Northern Sonoma County Fire Protection District

FACILITY USE AGREEMENT

The Northern Sonoma County Fire Protection District (“District”) has consented to the use of its Multi-Purpose Room located at 20975 Geyserville Avenue, Geyserville, California by the undersigned for meeting purposes. As a condition to and in consideration of such use, the undersigned hereby agrees as follows:

1. The use of District facilities by the undersigned shall be restricted to the Multi-Purpose Room and adjacent restrooms located within the Geyserville Fire Station and the public parking area in front of the facility. The adjacent kitchen and patio areas are off-limits. The side and rear parking areas are off limits.
2. If food or beverages are to be consumed in connection with the undersigned’s use of the Multi-Purpose Room, such food and beverages and any associated supplies shall be provided by the undersigned.
3. After each use, the undersigned agrees to leave the Multi-Purpose Room and restrooms clean and orderly and in the same condition as existed prior to such use.
 - All furniture must be returned to the same position as found.
 - All items brought into the facility are to be removed.
 - If the heat and/or air conditioning is used, all doors must be kept closed to conserve energy. Upon departure, the thermostat must be returned to the same position as found.
 - All lights must be turned off.
 - All doors must be closed and locked.
4. Access to the facility is through the front entry doors only.
5. Undersigned is responsible for any damage/stains incurred due to misuse or negligence of the facility.
6. Users are permitted to use existing audio-visual equipment, with the following conditions:
 - District is not available for assistance with the set-up and/or use of audio-visual equipment.
 - District does not guarantee audio visual equipment is in working order.
 - Audio-visual equipment must be returned as found (ie: channels reset, cords returned to prior placement).
7. All cupboards and storage areas are off limits.

8. The District reserves the right to cancel this agreement at any time. It is recommended that the undersigned confirms room availability with Staff prior to use.
9. The designated contact person for the undersigned must arrange facility access with Staff for after-hours events.
10. The key and/or access code to the facility must be returned immediately following the event. If the key is lost, undersigned is responsible for the costs of all modifications to the facility associated with lock replacement.
11. The undersigned hereby releases the District from any and all liability relating to the use of the Multi-Purpose Room, restrooms and parking area by the undersigned. The undersigned hereby assumes all risk of damage to property or injury to persons arising in connection with such use and agrees to indemnify, defend and hold harmless Northern Sonoma County Fire Protection District and its officers, directors, agents and employees from and against any and all claims, judgments, damages, penalties, fines, costs, liabilities or losses, including attorney's fees, arising from the use or occupancy of District facilities by the undersigned.

Dates: _____

(Name of Agency)

(Signature)

(Name Printed)

(Title)

(phone #)

Northern Sonoma County Fire Protection District

APPLICATION FOR FACILITY USE

20975 Geyserville Ave, Geyserville, CA 95441
PO Box 217, Geyserville, CA
(707) 857-4373

Date of Application: _____

Name of Contact Person: _____

Address: _____

City: _____

State: _____

Zip Code: _____

Phone: _____

Email: _____

Name of User Organization: _____

Purpose of Use: _____

Event Date: _____

Estimated Attendance (not to exceed 65 persons): _____

Event Hours (including set up and clean up): _____ AM/PM to _____ AM/PM

Use of District-Owned and Personal Property

701.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the care and maintenance of district property entrusted to district members and the return of district property at the end of employment or affiliation with the District. This policy also provides guidelines for members to claim damage to or loss of personal property used in an occupational capacity.

701.2 POLICY

It is the policy of the Northern Sonoma County Fire Protection District to issue equipment to members for the purpose of performing their assigned duties. Members shall be responsible for the safekeeping, serviceable condition, proper care, use and request for replacement of all district property issued or entrusted to their care. A member's intentional or negligent abuse or misuse of district property may lead to discipline, including, but not limited to, the cost of repair or replacement of the property, and up to and including termination.

701.3 PROCEDURE

The following procedures shall be in effect regarding district property issued to members:

- (a) Members shall promptly report via the chain of command any loss, damage or unserviceable condition of district-issued property or equipment assigned for member use.
- (b) The use of damaged or unserviceable district property should be discontinued as soon as practicable and a supervisor notified so that the item may be replaced.
- (c) No member should attempt to repair damaged or unserviceable district property without supervisory approval.
- (d) Use of district property should be limited to official purposes in the capacity for which it was designed. Except when otherwise directed and/or required by circumstances, district property shall only be used by the member to whom it was assigned.
- (e) District property shall not be discarded, sold, traded, donated, destroyed or otherwise disposed of without supervisory approval.

701.3.1 SURRENDERING DEPARTMENT PROPERTY UPON SEPARATION

Members who separate from the District shall return all district property, regardless of its condition. The following guidelines shall apply:

- (a) All district property, including keys, identification cards and electronic devices shall be returned to the District no later than the member's departure date or as directed by the Fire Chief or the authorized designee.
- (b) Badge surrender shall be consistent with the Badges Policy.

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Use of District-Owned and Personal Property

- (c) A member who fails to return all district property in his/her possession may be required to reimburse the District for the value of the property or may be subject to legal action brought by the District.

701.4 FILING CLAIMS FOR PERSONAL PROPERTY

Members are responsible for exercising reasonable care and caution to avoid damage to or loss of personal property while on-duty. However, consistent with collective bargaining agreements and District rules, personal property that is lost or damaged during the proper performance of a member's job duties may be replaced or the cost reimbursed by the District when such loss or damage is not the result of intentional or negligent abuse or misuse by the member.

Any claim for the replacement or cost reimbursement for damage to or loss of a member's personal property must be submitted to the member's immediate supervisor.

The supervisor is responsible for reviewing the claim to assess whether the lost or damaged property was reasonably required for the proper performance of the member's job duties. The supervisor will make a determination as to whether reasonable care was taken to prevent loss or damage and whether proper procedures were followed just prior to the occurrence of the loss or damage. A supervisor may direct a member to submit additional details in a separate written report, if needed.

If approved, the supervisor will forward the claim and related reports to the Fire Chief, who will determine the appropriate reimbursement value of the property and will forward the claim for payment to the proper entity.

701.4.1 COVERED PERSONAL PROPERTY

Property that is necessary in the performance of the member's job duties or has been specifically stipulated by a collective bargaining agreement shall be considered a covered item. The age and condition of the damaged or lost property shall be considered when determining replacement or reimbursement value.

701.4.2 EXCLUDED PERSONAL PROPERTY ITEMS

Members are discouraged from wearing expensive jewelry or watches or bringing personal property items to the workplace that may be damaged, lost or stolen. Personal property that is not eligible for replacement or reimbursement includes:

- (a) Any personal property that is lost or damaged directly or indirectly due to negligence of the member.
- (b) Personal computers, communication devices, cell phones, GPS devices or any other electronic devices that the member voluntarily brings to the workplace and that are not required by the District for the performance of the member's duties.
- (c) Any personal property used in place of district-issued property, unless required by the District.
- (d) Any jewelry, with the exception of watches, which shall not exceed a \$100 reimbursement.

Use of District-Owned and Personal Property

701.4.3 PERSONAL VEHICLES

The District will not provide vehicle insurance coverage for members who use their personal vehicles for district business. All members must rely on their personal vehicle insurance carrier for replacement or cost reimbursement of damage to or loss of a personal vehicle. Members using a personal vehicle for district business shall have the minimum evidence of financial responsibility required for that vehicle (Vehicle Code § 16056).

701.4.4 LOSS OR DAMAGE OF PROPERTY OF ANOTHER

Members intentionally or unintentionally may cause damage to the real or personal property of another while performing their duties. Any member who damages or causes to be damaged any real or personal property of another while performing any district function, regardless of jurisdiction, shall report it as provided below:

- (a) A verbal report shall be made to the member's immediate supervisor as soon as practicable.
- (b) A written report shall be submitted before the member goes off-duty or within the time frame directed by the supervisor to whom the verbal report was made.

701.4.5 DAMAGE BY PERSON OF ANOTHER AGENCY

If members of another jurisdiction cause damage to real or personal property belonging to the District, it shall be the responsibility of the member present or the member responsible for the property to make a verbal report to his/her immediate supervisor as soon as practicable. The member shall submit a written report before going off-duty or as otherwise directed by the supervisor.

All reports should be completed immediately after the incident or as soon as practicable if extenuating circumstances delay the member's ability to complete the report.

All reports, including the supervisor's written report, shall promptly be forwarded to the appropriate Battalion Chief.



Northern Sonoma County Fire Protection District
AB2561 Staff Report
February 20, 2025 Board Meeting

Subject

Compliance with New Legal Obligations re: Public Hearing on Northern Sonoma County Fire Protection District Vacancies and Recruitment and Retention Efforts (Assembly Bill 2561/Government Code Section 3502.3).

Recommendation

Staff recommends that the Board adopt Public Hearing and Reporting on Vacancies, and Recruitment and Retention Efforts Policy, which establishes the framework and requirements for holding public hearings and reporting on the District's workforce vacancies, and recruitment and retention efforts in compliance with Assembly Bill ("AB") 2561. (Gov. Code § 3502.3.) Public Hearing and Reporting on Vacancies, and Recruitment and Retention Efforts Policy is attached.

Staff further recommends that the Board adopt procedures for the public hearing at which the District will report on workforce vacancies, and recruitment and retention efforts and the District's recognized employee organizations will be provided an opportunity to make a presentation on such subjects. Procedures for the Public Hearing on District Vacancies and Recruitment and Retention Efforts are attached.

Executive Summary

AB 2561 requires public agencies, including the District, to hold at least one (1) public hearing per fiscal year to discuss vacancies and recruitment and retention efforts. This report discusses the District's legal obligations under the new law, which takes effect January 1, 2025. This report recommends the adoption of measures intended to ensure compliance with such legal obligations.

Background

AB 2561 was introduced to address the issue of job vacancies in local government, which adversely affects the delivery of public services and employee workload. Among other requirements, the bill mandates that public agencies present the status of vacancies and

recruitment and retention efforts during a public hearing before the agency's governing body at least once per fiscal year. The bill was enacted into law and is codified at Government Code section 3502.3. The new law is effective January 1, 2025.

Analysis

In compliance with the new legal obligations, the District is required to do the following:

1. Public Hearing: At least once each fiscal year, at a public hearing before the Board, the District shall present information regarding the status of vacancies and recruitment and retention efforts (Gov. Code § 3502.3(a)(1)) and identify any necessary changes to policies, procedures, and recruitment activities that may lead to obstacles in the hiring process (Gov. Code § 3502.3(a)(3)).

If the Board adopts an annual or multi-year budget during the fiscal year, this presentation must occur prior to the Board's adoption of the final budget for the District. (Gov. Code § 3502.3(a)(2).)

2. Employee Organization Participation: Allow the recognized employee organization for each bargaining unit at the District to make presentations during the public hearing concerning vacancies and recruitment and retention efforts. There are currently no bargaining units at the District. (Gov. Code § 3502.3(b).)
3. Additional Reporting for High Vacancy Rates: If vacancies within a single bargaining unit meet or exceed 20% of authorized full-time positions in that bargaining unit, upon request of the recognized employee organization for that bargaining unit, the District must provide additional information during the public hearing, including the following: (1) the total number of vacancies; (2) the number of applicants; (3) the average time to fill positions; and (4) opportunities to improve compensation and working conditions for employees in the bargaining unit. (Gov. Code § 3502.3(c).)

Public Hearing and Reporting on Vacancies, and Recruitment and Retention Efforts Policy

The Public Hearing and Reporting on Vacancies, and Recruitment and Retention Efforts policy establishes the framework for holding public hearings in order to comply with AB 2561. (Gov. Code § 3502.3.).

The policy sets forth requirements regarding the information that the District will provide concerning vacancies at the District, the District's recruitment and retention efforts, and the identification of changes to District policies, procedures, and recruitment activities. In the event that the vacancy rate in any bargaining unit is at least 20% of the total number of authorized full-time positions in the bargaining unit, the Policy sets for additional

information that the District will provide upon request of the employee organization that represents such bargaining unit.

The Policy also sets forth the legal entitlement for recognized employee organizations to make presentations at the public hearing.

The purpose of the Policy is to comply with applicable law and to ensure transparency, accountability, and responsiveness to community needs regarding the District's staffing practices.

Procedures for the Public Hearing on District Vacancies and Recruitment and Retention Efforts

The Procedures for the Public Hearing on District Vacancies and Recruitment and Retention Efforts (“Procedures”) establish protocol for the District’s public hearings on vacancies in order to ensure a fair, orderly and efficient hearing process.

The Procedures set forth specific requirements concerning matters such as the provision of notice to recognized employee organizations regarding the public hearing and their right to make a presentation at the hearing, the length and order of the District’s and the employee organizations’ presentations, and the standards of discourse during the public hearing.

Fiscal Impact

There is no direct fiscal impact associated with conducting the public hearing required under Government Code section 3205.3. However, addressing recruitment and retention issues may involve future budget and bargaining considerations, which will be presented to the Board as necessary.

Options

1. Approve the Recommendation: Adopt Public Hearing and Reporting on Vacancies, and Recruitment and Retention Efforts policy and the Procedures for the Public Hearing on District Vacancies and Recruitment and Retention Efforts.
2. Modify the Recommendation: Adjust Public Hearing and Reporting on Vacancies, and Recruitment and Retention Efforts policy or the Procedures for the Public Hearing on District Vacancies and Recruitment and Retention Efforts.
3. Decline the Recommendation: Reject Public Hearing and Reporting on Vacancies, and Recruitment and Retention Efforts policy and Procedures for the Public Hearing on District Vacancies and Recruitment and Retention Efforts, which may result in non-compliance with Government Code section 3502.3 and could have legal and operational repercussions for the District.

Attachments

1. AB 2561 Text.
2. Public Hearing and Reporting on Vacancies, and Recruitment and Retention Efforts policy

Public Hearing and Reporting on Vacancies, and Recruitment and Retention Efforts

225.1 PURPOSE

This policy establishes the framework and requirements for holding public hearings and reporting on the Northern Sonoma County Fire Protection District workforce vacancies, recruitment, and retention efforts in compliance with Assembly Bill ("AB") 2561. (Gov. Code § 3502.3.) The purpose is to ensure transparency, accountability, and responsiveness to community needs regarding the District's staffing and employment practices.

225.2 DEFINITIONS

Public Hearing - A formal meeting that is open to the public, where District representatives present information and accept public comments on specific topics, as required by law.

Vacancies - Unfilled positions within the District's workforce that require recruitment efforts to be adequately staffed.

Recruitment - The process of attracting, screening, and selecting qualified candidates for employment with the District.

Retention - Efforts to maintain a stable and satisfied workforce by addressing the factors that contribute to stability in the workforce.

225.3 POLICY

In accordance with AB 2561 (Gov. Code § 3502.3), the Northern Sonoma County Fire Protection District is committed to holding a public hearing on vacancies at the District, the District's recruitment, and retention efforts and any issues with the District's policies, procedures, and recruitment activities that may lead to obstacles in the hiring process.

The District will hold a public hearing at least once each fiscal year and provide reports on vacancies, recruitment, and retention efforts.

225.4 PUBLIC HEARING REQUIREMENTS

The Northern Sonoma County Fire Protection District Board shall conduct public hearings at least on an annual basis (once each fiscal year) to present information on vacancies, recruitment and retention efforts and issues with the policies, procedures, and recruitment activities that may lead to obstacles in the hiring process.

Public hearings shall be announced in advance and provide an opportunity for members of the public to make comments.

Recognized employee organizations shall have the right to present information, concerns, and recommendations at the public hearing.

Northern Sonoma County Fire Protection District

Policy Manual

Public Hearing and Reporting on Vacancies, and Recruitment and Retention Efforts

Separate public hearings may be scheduled to address individual bargaining units or bargaining unit groupings.

The District Board shall ensure that each public hearing is adequately documented, with minutes and recordings made publicly available within 30 days of the hearing.

225.5 REPORTING REQUIREMENTS

The District shall present information on the following at the public hearing:

- (a) The status of vacancies at the District.
- (b) Information on the District's recruitment and retention efforts.
- (c) Identification of any obstacles in the District's policies, procedures, and recruitment activities that may create challenges in the hiring process.

If the District prepares a report that includes the information described above, the District may elect to make the report available to the public via the District's website or in print form prior to each public hearing.

225.6 SPECIAL REPORTING REQUIREMENTS FOR HIGH VACANCY RATES

If the number of job vacancies within a single bargaining unit meets or exceeds 20% of the total number of authorized full-time positions, the District shall, upon request of the recognized employee organization, include the following information during the public hearing:

- (a) The total number of job vacancies within the bargaining unit.
- (b) The total number of applicants for vacant positions within the bargaining unit.
- (c) The average number of days to complete the hiring process from when a position is posted.
- (d) Opportunities to improve compensation and other working conditions.

225.7 RESPONSIBILITIES

Board of Directors: The Board is responsible for overseeing compliance with this policy and ensuring public hearings and reports meet the requirements outlined in AB 2561.

Fire Chief: The Fire Chief shall coordinate with the Human Resources department to gather necessary data and ensure accurate reporting.

Human Resources Department: The Human Resources Department is responsible for compiling vacancy, recruitment, and retention data, and preparing reports in collaboration with the Fire Chief.

Northern Sonoma County Fire Protection District

Policy Manual

Public Hearing and Reporting on Vacancies, and Recruitment and Retention Efforts

225.8 MONITORING AND REVIEW

The Board shall review the effectiveness of this policy on an annual basis and make revisions as necessary to ensure ongoing compliance with AB 2561 and alignment with best practices in public transparency.

225.9 COMPLIANCE AND ENFORCEMENT

The District will maintain records of all public hearings, reports, and related documents for a minimum of five years, in compliance with public records requirements.

NORTHERN SONOMA COUNTY FIRE PROTECTION DISTRICT PROCEDURES FOR THE PUBLIC HEARING REGARDING AB 2561

Introduction and Scope

Effective January 1, 2025, Government Code section 3502.3 requires Northern Sonoma County Fire Protection District to present information on the status of vacancies at the District and the District's recruitment and retention efforts at a public hearing before the District's Board at least once per fiscal year.

Government Code section 3502.3 also requires Northern Sonoma County Fire Protection District to identify during the public hearing any necessary changes to District policies, procedures, and recruitment activities that may contribute to obstacles in the District's hiring process.

At the public hearing, a recognized employee organization for a bargaining unit is entitled to make a presentation to the Board addressing the status of vacancies and recruitment and retention efforts for positions within that bargaining unit.

The purpose of these procedures is to establish protocol for the District's public hearings on vacancies in order to ensure a fair, orderly and efficient hearing process.

The agency should reserve the right to schedule separate public hearings for different bargaining units, and is not limited to one Public Hearing to address all vacancies and recruitment and retention efforts within the entire agency.

Notice Requirements

1. The District will notify in writing each recognized employee organization that represents District employees that the District's Board will hold a hearing pursuant to the obligations set forth under Government Code section 3502.3 (Assembly Bill 2561). The notice will provide each recognized employee organization the opportunity to identify any negotiable impacts/effects regarding the agency's compliance with Government Code section 3502.3 and the agency's board policy.
2. The District will notify in writing each recognized employee organization that represents District employees of the date, time and place of the hearing at least ten (10) working days in advance of the hearing.

In the notice, the District will inquire whether the employee organization intends to make a presentation to the Board at the public hearing. The District will request that, for planning purposes, the employee organization provides written notice to the Human Resources Department at least five (5) working days in advance of the

NORTHERN SONOMA COUNTY FIRE PROTECTION DISTRICT
PROCEDURES FOR THE PUBLIC HEARING REGARDING AB 2561

public hearing indicating whether the employee organization intends to make a presentation at the public hearing.

The notice will also include information about the amount of time that the Board has allotted to employee organizations for each bargaining unit that the organization represents for purpose of making a presentation at the public hearing.

3. In the event the vacancy rate for the bargaining unit is at least 20% of the total number of authorized full-time positions in the bargaining unit, an employee organization may request that the District present "additional information" related to the vacancies as permitted by Government Code section 3502.3. The District will request that the employee organization provide a written request for the presentation of such information to the Human Resources Department at least five (5) working days in advance of the public hearing. The "additional information" includes the following: (1) the total number of job vacancies within the bargaining unit; (2) the total number of applicants for vacant positions within the bargaining unit; (3) the average number of days to complete the hiring process from when a position is posted; and (4) opportunities to improve compensation and other working conditions.
4. Notice of the hearing to the public will be provided in accordance with the Ralph M. Brown Act. (Gov. Code §§ 54950-54963.)
5. A District staff report regarding vacancies and recruitment and retention efforts may be published as part of the agenda packet for the meeting.
6. The District and recognized employee organizations may agree to exchange presentation materials in advance of the public hearing.

Order of the Hearing

The public hearing will proceed in the following order:

1. District Presentation: The District presentation will be limited to ten (10) minutes for each bargaining unit that it represents. The District may choose to present on all bargaining units at once, or to present data for each bargaining unit separately followed by each applicable employee organization presentation.
2. Employee Organization Presentation: Following the agency presentation, each employee organization will have the opportunity to make a presentation for each of the bargaining units that the employee organization represents. For each bargaining unit, the employee organization presentation will be limited to ten (10) minutes and

NORTHERN SONOMA COUNTY FIRE PROTECTION DISTRICT
PROCEDURES FOR THE PUBLIC HEARING REGARDING AB 2561

should not contain bargaining proposals to the District on matters that have not been presented in bargaining.

3. Governing Body Questions and Discussion: The Board may ask questions of the District and the employee organization presenters.
4. Final District Comments: Final District comments will be limited to three (3) minutes per bargaining unit.
5. Final Employee Organization Comments: Final employee organization comments will be limited to three (3) minutes per bargaining unit.
6. Public Comment: Public comment regarding the AB 2561 hearing will be limited to two (2) minutes per person.

Standards of Discourse

The Board of Directors should recognize that engaging with diverse perspectives is vital for effective governance and a vibrant community. To ensure full expression of such diverse perspectives, The Board should ensure that participants follow the principles of respectful and civil discourse.


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AB-2561 Local public employees: vacant positions. (2023-2024)

SHARE THIS:



Date Published: 09/23/2024 09:00 PM

Assembly Bill No. 2561

CHAPTER 409

An act to add Section 3502.3 to the Government Code, relating to public employment.

[Approved by Governor September 22, 2024. Filed with Secretary of State September 22, 2024.]

LEGISLATIVE COUNSEL'S DIGEST

AB 2561, McKinnor. Local public employees: vacant positions.

Existing law, the Meyers-Milias-Brown Act (act), authorizes local public employees, as defined, to form, join, and participate in the activities of employee organizations of their own choosing for the purpose of representation on matters of labor relations. The act requires the governing body of a public agency to meet and confer in good faith regarding wages, hours, and other terms and conditions of employment with representatives of recognized employee organizations and to consider fully presentations that are made by the employee organization on behalf of its members before arriving at a determination of policy or course of action.

This bill would, as specified, require a public agency to present the status of vacancies and recruitment and retention efforts at a public hearing at least once per fiscal year, and would entitle the recognized employee organization to present at the hearing. If the number of job vacancies within a single bargaining unit meets or exceeds 20% of the total number of authorized full-time positions, the bill would require the public agency, upon request of the recognized employee organization, to include specified information during the public hearing. By imposing new duties on local public agencies, the bill would impose a state-mandated local program. The bill would also include related legislative findings.

The California Constitution requires local agencies, for the purpose of ensuring public access to the meetings of public bodies and the writings of public officials and agencies, to comply with a statutory enactment that amends or enacts laws relating to public records or open meetings and contains findings demonstrating that the enactment furthers the constitutional requirements relating to this purpose.

This bill would make legislative findings to that effect.

The California Constitution requires the state to reimburse local agencies and school districts for certain costs mandated by the state. Statutory provisions establish procedures for making that reimbursement.

This bill would provide that no reimbursement shall be made pursuant to these statutory provisions for costs mandated by the state pursuant to this act, but would recognize that a local agency or school district may pursue any available remedies to seek reimbursement for these costs.

Vote: majority Appropriation: no Fiscal Committee: yes Local Program: yes

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THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS FOLLOWS:**SECTION 1.** The Legislature finds and declares as follows:

(a) Job vacancies in local government are a widespread and significant problem for the public sector affecting occupations across wage levels and educational requirements.

(b) High job vacancies impact public service delivery and the workers who are forced to handle heavier workloads, with understaffing leading to burnout and increased turnover that further exacerbate staffing challenges.

(c) There is a statewide interest in ensuring that public agency operations are appropriately staffed and that high vacancy rates do not undermine public employee labor relations.

SEC. 2. Section 3502.3 is added to the Government Code, to read:

3502.3. (a) (1) A public agency shall present the status of vacancies and recruitment and retention efforts during a public hearing before the governing board at least once per fiscal year.

(2) If the governing board will be adopting an annual or multiyear budget during the fiscal year, the presentation shall be made prior to the adoption of the final budget.

(3) During the hearing, the public agency shall identify any necessary changes to policies, procedures, and recruitment activities that may lead to obstacles in the hiring process.

(b) The recognized employee organization for a bargaining unit shall be entitled to make a presentation at the public hearing at which the public agency presents the status of vacancies and recruitment and retention efforts for positions within that bargaining unit.

(c) If the number of job vacancies within a single bargaining unit meets or exceeds 20 percent of the total number of authorized full-time positions, the public agency shall, upon request of the recognized employee organization, include all of the following information during the public hearing:

(1) The total number of job vacancies within the bargaining unit.

(2) The total number of applicants for vacant positions within the bargaining unit.

(3) The average number of days to complete the hiring process from when a position is posted.

(4) Opportunities to improve compensation and other working conditions.

(d) This section shall not prevent the governing board from holding additional public hearings about vacancies.

(e) The provisions of this section are severable. If any provision of this section or its application is held invalid, the invalidity shall not affect other provisions or applications that can be given effect without the invalid provision or application.

(f) For purposes of this section, "recognized employee organization" has the same meaning as defined in subdivision (a) of Section 3501.

SEC. 3. The Legislature finds and declares that Section 2 of this act, which adds Section 3502.3 to the Government Code, furthers, within the meaning of paragraph (7) of subdivision (b) of Section 3 of Article I of the California Constitution, the purposes of that constitutional section as it relates to the right of public access to the meetings of local public bodies or the writings of local public officials and local agencies. Pursuant to paragraph (7) of subdivision (b) of Section 3 of Article I of the California Constitution, the Legislature makes the following findings:

It is in the public interest, and it furthers the purposes of paragraph (7) of subdivision (b) of Section (3) of Article I of the California Constitution, to ensure that information concerning public agency employment is available to the public.

SEC. 4. No reimbursement shall be made pursuant to Part 7 (commencing with Section 17500) of Division 4 of Title 2 of the Government Code for costs mandated by the state pursuant to this act. It is recognized, however, that a local agency or school district may pursue any remedies to obtain reimbursement available to it under Part 7 (commencing with Section 17500) and any other law.



Northern Sonoma County Fire Protection District
Minutes of the Regular Board of Directors' Meeting
Thursday, January 16, 2025, at 6:00 PM
Geyserville Fire Station – 20975 Geyserville Ave, Geyserville, CA

1. Opening Greeting

- a. Call to Order: The meeting was called to order by President Scott Newman at 6:00 PM.
- b. Roll Call: Board Members Scott Newman, Rob Stewart, Pat Abercrombie, Fred Peterson, and Larry Heiges were present. Fire Chief Marshall Turbeville, Treasurer Michael Pigoni, and Clerk Anneke Turbeville were also present.
- c. Pledge of Allegiance
- d. Approval or Amendment of the Agenda: The Bell's Ambulance Presentation agenda item will be moved to follow Public Discussion. **A motion was made and seconded (Stewart/Peterson) to approve the agenda with that change. All ayes.**

2. Public Discussion

Scott Newman acknowledged that it was heartening to see our firefighters heading south and he is grateful for their efforts. He also noted that as Board President, he didn't expect the additional feeling of engagement he experienced. He gained an appreciation for Michael Pigoni, Anneke Turbeville and Chief Turbeville.

3. Election of Officers

A motion was made and seconded (Peterson/Abercrombie) to rotate officer positions as usual. All ayes. Rob Stewart will be President, Larry Heiges will become Vice President, Pat Abercrombie will serve as Treasurer, and Fred Peterson will act as Secretary. At this point in the meeting, Rob Stewart took over as President.

Bell's Ambulance Presentation (New Business)

Bell's Ambulance delivered a six-month report on the status of enhanced medical services. Overall, Bell's reported quicker response times and less dependency on ambulances from other areas in the past six months.

4. Old Business

- a. Measure H Funding Agreement Between County and Fire Agencies
 - **A motion was made and seconded (Peterson/Newman) to approve the Measure H Funding Agreement Between the County of Sonoma and Northern Sonoma County Fire Protection District and authorize the Fire Chief to execute the agreement, subject to the Fire Chief making any needed minor administrative adjustments. All ayes.**

- b. Northern County Fire Ad Hoc JPA
 - Abercrombie noted that the vision statement approved at the last Board meeting is different from tonight's vision statement. The two vision statements will be compared at the next JPA meeting and the committee will firm up the language.
 - Heiges asked if the districts would merge or remain separate. Peterson responded that Cloverdale and Northern Sonoma County will remain separate districts.
 - The next Ad Hoc JPA meeting will be February 28th at 1:00 PM.
- c. Policies
 - **A motion was made and seconded (Newman/Peterson) to adopt the Chainsaw Operations Use & Safety policy. All ayes.**
- d. Multi-Purpose Room
 - Rob Stewart reported that the biggest concern with current users is access to the room's audio-visual equipment. Stewart suggested withholding approval until further discussion with current users.

5. New Business

- a. Bell's Ambulance Presentation
 - This was discussed earlier in the meeting.
- b. Policies
 - A draft Credit Card Purchases policy was introduced.
- c. City and Planning Unit Outreach Ad Hoc Committee
 - Chief Turbeville reported that most of the discussion at the last meeting was about vegetation management. The next meeting is April 8th.
- d. Special Tax Zone #1 Annual Report for Fiscal year 23/24
 - Heiges reported that the community remains happy with the results of this tax.
- e. Permanent Fuels Crew Positions
 - Newman noted that he would appreciate a master plan to map out expenditures.
 - **A motion was made and seconded (Newman/Heiges) to authorize the following: increasing the number of Forestry Technician 4 positions to five, increasing the number of Forestry Technician 3 positions to eleven; increase pay and benefits as described in the Permanent Fuels Crew Positions Staff Report; spend legal fees for LCW to review the Employment Agreement for permanent Forestry Technician positions. All ayes.**

6. Minutes.

- A motion was made and seconded (Abercrombie/Newman) to approve the December 12, 2024 Regular Meeting Minutes. All ayes.

7. Financial Report

- The Board Treasurer reported that the financial staff report was thorough.

8. Consent Calendar

- **A motion was made and seconded (Heiges/Peterson) to approve the December/January checks issued. All ayes.**

9. Chief's Report

- The written Chief's Report is included in the Agenda Packet.

10. Correspondence

- There was no correspondence.

11. Good of the Order

- Heiges announced a COPE meeting here at 10:00 on February 16th.
- Newman announced that he plans to attend the Palm Springs conference and wondered if anyone else will be attending (no one else plans to attend).
- Abercrombie reported that another newsletter was sent out.

12. Adjournment of the Meeting

- **A motion was made and seconded (Peterson/Heiges) to adjourn the meeting at 7:44 PM. All ayes.**

DRAFT



Northern Sonoma County Fire Protection District
Financial Summary Staff Report
February 20, 2025 Board Meeting

Highlights

1. Blomberg is working on our audit. We hope to have a draft available for review at the March Board Meeting.
2. The Special District Financial Transactions Report (FTR) was submitted to the State Controllers Office.
3. Staff will begin preparing the Government Compensation in California Report next month. Government Code section 53891 requires local agencies to submit completed reports for the previous fiscal year to the State Controller's Office by April 30.
 - In 2010, the State Controller's Office created the [Government Compensation in California \(CGC\)](#) website to enhance government transparency and provide a single statewide database that is accessible by anyone at any time.
 - The GCC website contains pay and benefit information for positions in cities, counties, special districts, and state government.
 - As required by law, Northern Sonoma County Fire Protection District has a link to the CGC website on its website, under "[Transparency](#)".
4. The mid-year budget adjustments are not yet ready for approval. Staff will continue to review the budget with hopes of having an adjustment ready for the March Board Meeting.
5. There are two CDs showing on this month's financial summary; one was closed out mid-month, and a new one was immediately opened. The new CD matures on July 17, 2025. Next month's financials will only show the new CD.

**FISCAL YEAR 2024/2025 FINANCIALS SUMMARY
JANUARY 31 2025 YTD**

Summit State Bank Enterprise Checking Account Monthly Summary

\$	250,000.00	Beginning Month Balance
\$	133,948.30	Monthly Revenue
\$	(566,729.03)	Monthly Expenditures
\$	(157,000.00)	Withdrawal (Transfer to Payroll)
\$	(102,246.69)	Withdrawal (Transfer to ICS)
\$	-	Withdrawal (Transfer to CD)
\$	692,027.42	Deposit (Transfer from ICS)
\$	-	Deposit (Transfer from CD)
\$	250,000.00	Balance for Period Ending January 31, 2025

Summit State Bank November Deposits

\$	20,000.00	Fire Safe Sonoma
\$	5,196.10	Sonoma Resource Conservation District
\$	971.94	RDO: Credit for overcharged fees
\$	7,895.81	Geyserville Volunteer Fire Foundation: reimbursement
\$	11.00	Sale of tee shirt to staff
\$	99,839.28	COPE: 24-011 final disbursement
\$	34.17	Reimbursement from AT
\$	133,948.30	Total Deposits

Summit State Bank Business Checking Account Monthly Summary (PAYROLL)

\$	4,822.45	Beginning Month Balance
\$	(156,901.06)	Withdrawal- Payroll
\$	157,000.00	Deposit (Transfer from Summit Enterprise)
\$	4,921.39	Balance for Period Ending January 31, 2025

Summit State Bank Enterprise Checking Account Year to Date SUMMARY

\$	250,000.00	Beginning Year Balance
\$	2,765,401.61	YTD Revenue
\$	(2,921,651.70)	YTD Expenditures
\$	(906,400.00)	Withdrawal (Transfer Payroll)
\$	(2,664,091.38)	Withdrawal (Transfer ICS)
\$	-	Withdrawal (Transfer to CD)
\$	3,726,741.47	Deposit (Transfer from ICS)
\$	-	Deposit (Transfer from CD)
\$	250,000.00	Balance for Period Ending January 31, 2025

Encumbered Funds

\$	487,000.00	Grant Reserves for Fuel Reductiion
\$	781,960.00	Vehicle Replacement Payments
\$	1,268,960.00	Total Encumbered Funds

Reserved Funds

\$0.00	Vehicle Replacment
\$0.00	Capital Equipement Replacement
\$0.00	New Station (Measure H Funds)
\$0.00	Measure H General Fund
\$0.00	Measure H Vegetation Funds

Summit State Bank ICS Account Monthly Summary

\$	1,827,888.49	Beginning Month Balance
\$	(692,282.43)	Withdrawal (Transfer to Checking)
\$	102,246.69	Deposit (Transfer from Checking)
\$	1,237,852.75	Balance for Period Ending January 31, 2025

Summit State Bank CDRS Account Summary Maturity Date 01/16/25

\$	562,101.01	Beginning Balance
\$	587,604.28	Last Month Balance
\$	(588,725.98)	Transfer Out of CD
\$	1,121.70	Interest
\$	0.00	Balance for Period Ending January 31, 2025

Summit State Bank CDRS Account Summary Maturity Date 07/17/25

\$	-	Beginning Balance
\$	588,725.98	Last Month Balance
\$	-	Transfer Out of CD
\$	1,112.29	Interest
\$	589,838.27	Total Deposits

Combined Balance

\$	2,082,612.41	Balance for Period Ending January 31, 2025
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2024-2025 January 31 YTD General Fund

<u>General Fund Revenue</u>		<u>Actual 24/25</u>	<u>Final Budget</u>	<u>Amended Budget</u>	<u>Under Budget</u>	<u>% Budget</u>
40002	Prop Tax - Current Year	\$ 1,691,809.36	\$ 3,110,488	\$ 3,110,488	\$ 1,418,679	54.39%
40003	Direct Charges - Current Year	\$ 97,941.07	\$ 160,320	\$ 160,320	\$ 62,379	61.09%
40012	SB2557 Prop Tax - Admin Fee	\$ -	\$ (32,160)	\$ (32,160)	\$ (32,160)	0.00%
40101	Prop Tax - Current Unsecured	\$ 85,579.57	\$ 92,645	\$ 92,645	\$ 7,065	92.37%
40111	Prop Tax - Supplemental	\$ 39,135.29	\$ 65,831	\$ 65,831	\$ 26,696	59.45%
40201	Prop Tax - Previous FY	\$ (225.83)	\$ (800)	\$ (800)	\$ (574)	28.23%
40202	Direct Charges- Prior Year	\$ 571.00	\$ 1,000	\$ 1,000	\$ 429	57.10%
40211	Prop Tax - Prev FY (Unsecured)	\$ 938.54	\$ 1,000	\$ 1,000	\$ 61	93.85%
40221	Prop Tax - Prev FY (Secured)	\$ (6.40)	\$ (100)	\$ (100)	\$ (94)	6.40%
40404	Prop Tax - Timber Yield Tax	\$ 711.66	\$ 819	\$ 819	\$ 107	86.89%
42111	State - Other In-Lieu Tax	\$ 50.77	\$ 100	\$ 100	\$ 49	50.77%
42291	HOPTR- State	\$ 6,272.58	\$ 9,137	\$ 9,137	\$ 2,864	68.65%
42627	IRP 61 Geysers Revenue	\$ (118,142.50)	\$ (251,774)	\$ (251,774)	\$ (133,632)	46.92%
44002	Interest - Pooled Cash from County	\$ 1,144.41	\$ 1,800	\$ 1,800	\$ 656	63.58%
44003	Other Interest Earnings - CDRS	\$ 27,117.54	\$ 20,000	\$ 20,000	\$ (7,118)	135.59%
46001	Government Revenue- Grant Rev	\$ 15,222.76	\$ -	\$ -	\$ (15,223)	#DIV/0!
46003	OES Strike Team/Incident Reimb	\$ -	\$ 10,000	\$ 10,000	\$ 10,000	0.00%
46004	ABH Reimbursements	\$ -	\$ 1,500	\$ 1,500	\$ 1,500	0.00%
46007	Defensible Space Inspections	\$ -	\$ 16,000	\$ 16,000	\$ 16,000	0.00%
46010	Measure H - Current Year	\$ -	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	0.00%
46022	Public Records Request Fees	\$ 15.00	\$ 100	\$ 100	\$ 85	15.00%
46023	Sale of Fixed Assests - Surplus	\$ 14,500.00	\$ 50,000	\$ 50,000	\$ 35,500	29.00%
46027	Workers Comp Reimbursement	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	0.00%
46028	Misc. Revenue, Other	\$ 3,890.05	\$ 153,330	\$ 153,330	\$ 149,440	2.54%
46029	Reimbursements	\$ 7,895.81	\$ 1,000	\$ 1,000	\$ (6,896)	789.58%
47000	Grant/Contract Admin Fee (transfer from Fuel Projects)	\$ -	\$ 300,000	\$ 300,000	\$ 300,000	0.00%
47001	Project Manager	\$ 1,928.56	\$ -	\$ -	\$ (1,929)	#DIV/0!
49001	Transfer to Reserves	\$ -	\$ -	\$ -	\$ -	#DIV/0!
49003	Transfer in from Reserves	\$ -	\$ 190,596	\$ 190,596	\$ 190,596	0.00%
General Fund Total Revenue		<u>\$1,876,349.24</u>	<u>\$ 5,405,832</u>	<u>\$ 5,405,832</u>	<u>\$ 3,529,483</u>	<u>34.71%</u>

<u>General Fund Expenditures</u>		<u>Actual 24/25</u>	<u>Final Budget</u>	<u>Amended Budget</u>	<u>Budget</u>	<u>% of Budget</u>
50701	Permanent Employees	\$ 145,216.03	\$ 265,000	\$ 265,000	\$ 119,784	54.80%
50702	Stipend/Extra Help	\$ 1,500.00	\$ 25,000	\$ 25,000	\$ 23,500	6.00%
50703	Overtime	\$ 18,663.03	\$ 25,000	\$ 25,000	\$ 6,337	74.65%
50704	FLSA Overtime	\$ 4,991.96	\$ 6,000	\$ 6,000	\$ 1,008	83.20%
50705	Overtime -Strike Team	\$ 41,600.60	\$ 1,000	\$ 1,000	\$ (40,601)	4160.06%
50706	Uniform Allowance	\$ 3,031.25	\$ 5,000	\$ 5,000	\$ 1,969	60.63%
50708	Contract Employees	\$ 852,002.24	\$ 2,000,000	\$ 2,000,000	\$ 1,147,998	42.60%
50709	Temporary Employees	\$ 198,827.13	\$ 220,000	\$ 220,000	\$ 21,173	90.38%

2024-2025 January 31 YTD General Fund

50712	Fire Prevention	\$	31,644.36	\$	150,000	\$	150,000	\$	118,356	21.10%
50753	FICA Retirement	\$	28,316.78	\$	31,748	\$	31,748	\$	3,431	89.19%
50754	457 Retirement Contributions	\$	11,248.13	\$	31,125	\$	31,125	\$	19,877	36.14%
50755	457 Plan Mgmt	\$	-	\$	5,000	\$	5,000	\$	5,000	0.00%
50756	Medicare	\$	6,622.50	\$	9,933	\$	9,933	\$	3,311	66.67%
50801	Health Insurance	\$	6,621.30	\$	61,000	\$	61,000	\$	54,379	10.85%
50803	Dental Insurance	\$	852.68	\$	4,800	\$	4,800	\$	3,947	17.76%
50805	Vision Insurance	\$	170.21	\$	1,200	\$	1,200	\$	1,030	14.18%
50806	Unemployment Insurance	\$	3,029.34	\$	19,685	\$	19,685	\$	16,656	15.39%
50808	Workers Comp	\$	88,653.00	\$	100,000	\$	100,000	\$	11,347	88.65%
51010	Grant & Contract Admin Costs	\$	100,000.00	\$	0	\$	0	\$	(100,000)	1000000000.00%
51021	Phone Costs	\$	6,398.20	\$	9,743	\$	9,743	\$	3,345	65.67%
51032	Janitorial	\$	4,447.00	\$	8,000	\$	8,000	\$	3,553	55.59%
51041	Liability Insurance	\$	85,979.21	\$	80,000	\$	80,000	\$	(5,979)	107.47%
51060	Vehicle Maint/Outfitting	\$	17,989.52	\$	50,000	\$	50,000	\$	32,010	35.98%
51061	SCBA Maint/Repair	\$	-	\$	2,500	\$	2,500	\$	2,500	0.00%
51062	Field Equip Maint	\$	349.19	\$	38,000	\$	38,000	\$	37,651	0.92%
51063	Office Equip Maint	\$	-	\$	9,000	\$	9,000	\$	9,000	0.00%
51071	Station Maint	\$	3,268.08	\$	10,000	\$	10,000	\$	6,732	32.68%
51205	Payroll Costs	\$	1,658.90	\$	4,000	\$	4,000	\$	2,341	41.47%
51206	Accounting/Audit Services	\$	-	\$	8,000	\$	8,000	\$	8,000	0.00%
51211	Legal Services	\$	5,827.50	\$	15,000	\$	15,000	\$	9,173	38.85%
51221	Medical/Laboratory Services	\$	1,262.80	\$	5,000	\$	5,000	\$	3,737	25.26%
51225	Training Services	\$	1,620.70	\$	30,000	\$	30,000	\$	28,379	5.40%
51235	Dispatch Services	\$	24,590.37	\$	50,000	\$	50,000	\$	25,410	49.18%
51241	Outside Printing/Binding	\$	8,247.77	\$	8,000	\$	8,000	\$	(248)	103.10%
51242	Bank Charges/Finance Fees	\$	10.00	\$	100	\$	100	\$	90	10.00%
51244	Permits/Licenses/Fees	\$	41.50							
51249	Professional Services	\$	345,464.80	\$	830,000	\$	830,000	\$	484,535	41.62%
51250	Planning/Mapping/Inspection	\$	-	\$	3,500	\$	3,500	\$	3,500	0.00%
51301	Publications & Legal Notices	\$	-	\$	1,000	\$	1,000	\$	1,000	0.00%
51401	Rent/Lease, Equipment	\$	3,855.68	\$	6,000	\$	6,000	\$	2,144	64.26%
51602	Business Travel/Mileage	\$	2,944.77	\$	10,000	\$	10,000	\$	7,055	29.45%
51902	Telecommunication Usage	\$	6,339.88	\$	35,000	\$	35,000	\$	28,660	18.11%
51916	County Service Charges	\$	7,924.00	\$	10,000	\$	10,000	\$	2,076	79.24%
52021	Safety Clothing	\$	3,709.66	\$	52,330	\$	52,330	\$	48,620	7.09%
52022	Clothing & Boot Reimb	\$	1,471.50	\$	3,000	\$	3,000	\$	1,529	49.05%
52031	Food & Beverages	\$	634.59	\$	2,000	\$	2,000	\$	1,365	31.73%
52041	Station Supplies	\$	4,155.19	\$	6,000	\$	6,000	\$	1,845	69.25%
52061	Fuel/Oil Costs	\$	33,982.76	\$	60,000	\$	60,000	\$	26,017	56.64%
52081	Medical/Lab Supplies	\$	1,887.08	\$	8,000	\$	8,000	\$	6,113	23.59%
52091	Memberships/Certifications	\$	4,768.00	\$	7,000	\$	7,000	\$	2,232	68.11%
52111	Office Supplies	\$	1,802.30	\$	2,000	\$	2,000	\$	198	90.12%
52115	Subscriptions	\$	3,370.21	\$	16,000	\$	16,000	\$	12,630	21.06%

2024-2025 January 31 YTD General Fund

52117	Mail & Postage Supplies	\$	3,341.15	\$	2,500	\$	2,500	\$	(841)	133.65%
52141	Small Tools/Equip <\$1,000.00	\$	15,356.96	\$	121,000	\$	121,000	\$	105,643	12.69%
52142	Computer Equip/Accessories	\$	9,382.27	\$	20,000	\$	20,000	\$	10,618	46.91%
52143	Computer Software/Licensing	\$	9,162.84	\$	15,000	\$	15,000	\$	5,837	61.09%
52191	Utilities	\$	2,942.06	\$	5,000	\$	5,000	\$	2,058	58.84%
52193	Utilities - Electricity	\$	3,504.65	\$	14,000	\$	14,000	\$	10,495	25.03%
54305	Capital Assest - Machinery/Equip	\$	88,723.99	\$	100,000	\$	100,000	\$	11,276	88.72%
54331	Capital Asset - Mobile Equip	\$	236,313.73	\$	600,000	\$	600,000	\$	363,686	39.39%
59003	Transfer - Apparatus Reserve Fund	\$	-	\$	0.00	\$	0.00	\$	0.00	0.00%
59004	Transfer - Building Reserve Fund	\$	-	\$	0.00	\$	0.00	\$	0.00	0.00%
59005	Transfer - Grant Reserve Fund	\$	-	\$	0.00	\$	0.00	\$	0.00	0.00%
85001	Transfer to Operational Reserves	\$	-	\$	187,668	\$	187,668	\$	187,668	0.00%
85005	Transfer to Building Fund Reserves	\$	-	\$	0.00	\$	0.00	\$	0.00	0.00%
85010	Transfer to Equipment Reserves	\$	-	\$	0.00	\$	0.00	\$	0.00	0.00%
85015	Transfer to Measure H Reserves	\$	-	\$	0.00	\$	0.00	\$	0.00	0.00%
General Fund Total Expenditures		\$	2,495,719.35	\$	5,405,832	\$	5,405,832	\$	2,910,154	46.17%
Net Position		\$	(619,370.11)	\$	(0)	\$	(0)			

2024 -2025 Vegetation Management Fund

<u>General Fund Revenue</u>	<u>Actual 24/25</u>	<u>Final Budget</u>	<u>Amended Budget</u>	<u>Under Budget</u>	<u>% Budget</u>
40003 Property Taxes - Special Tax Zone 1	\$ -	\$ 50,000	\$ 50,000	\$ 50,000.00	0.00%
46001 Govt Rev- Grant Revenue	\$ 2,375.00	\$ 830,000	\$ 830,000	\$ 827,625.00	0.29%
46002 Govt Rev- Fuel Reduct (not grants)	\$ 115,837.44	\$ -	\$ 0	\$ (115,837.44)	11583744000.00%
46015 Measure H	\$ -	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000.00	0.00%
46021 Fuel Reduction - Private	\$ 49,456.40	\$ -	\$ 0	\$ (49,456.40)	4945640000.00%
49003 Transfer in from Reserves	\$ -	\$ 487,000	\$ 487,000	\$ 487,000.00	0.00%
General Fund Total Revenue	\$ 167,668.84	\$ 2,867,000	\$ 2,867,000	\$ 2,699,331.16	5.85%

<u>General Fund Expenditures</u>	<u>Actual 24/25</u>	<u>Final Budget</u>	<u>Budget</u>	<u>\$ Under Budget</u>	<u>% of Budget</u>
50701 Permanent Employees	\$ 217,265.08	\$ 529,557	\$ 529,557	\$ 312,292	41.03%
50703 Overtime	\$ 407.57	\$ 2,500	\$ 2,500	\$ 2,092	16.30%
50706 Uniform Allowance	\$ 1,500	\$ 10,000	\$ 10,000	\$ 8,500	15.00%
50709 Temporary Employees	\$ 166,094.25	\$ 50,000	\$ 50,000	\$ (116,094.25)	332.19%
50753 FICA Retirement	\$ 24,469.04	\$ 36,708	\$ 36,708	\$ 12,238.96	66.66%
50754 457 ER Contributions	\$ 9,394.94	\$ 39,717	\$ 39,717	\$ 30,322.06	23.65%
50756 Medicare	\$ 5,722.63	\$ 8,134	\$ 8,134	\$ 2,411.37	70.35%
50801 Health Insurance	\$ 26,330.59	\$ 111,842	\$ 111,842	\$ 85,511.41	23.54%
50803 Dental Insurance	\$ 1,522.80	\$ 8,133	\$ 8,133	\$ 6,610.20	18.72%
50805 Vision Insurance	\$ 306.45	\$ 2,033	\$ 2,033	\$ 1,726.55	15.07%
50806 Unemployment Insurance	\$ 4,705.81	\$ 21,314	\$ 21,314	\$ 16,608.19	22.08%
50808 Workers Comp - FRMS	\$ -	\$ 35,287	\$ 35,287	\$ 35,287.00	0.00%
51010 Grant & Contract Admin Costs (Transfer out to General Fund)	\$ 1,928.56	\$ 300,000	\$ 300,000	\$ 298,071.44	0.64%
51060 Vehicle Maint/Outfitting	\$ 31,308.28	\$ 16,000	\$ 16,000	\$ (15,308.28)	195.68%
51062 Field Equip Maint - saws, etc	\$ 12,089.02	\$ 35,000	\$ 35,000	\$ 22,910.98	34.54%
51071 Maintenance- Bldg & Improvements	\$ 2,277.61	\$ -	\$ -	\$ (2,277.61)	#DIV/0!
51211 Legal Services	\$ 31,511.00	\$ 6,000	\$ 6,000	\$ (25,511.00)	525.18%
51221 Medical/Laboratory Services	\$ 70.50	\$ -	\$ 0	\$ (70.50)	7050000.00%
51225 Training - supplies, class fees	\$ 257.82	\$ -	\$ -	\$ (257.82)	#DIV/0!
51241 Outside Printing/Binding	\$ 4,826.46	\$ -	\$ -	\$ (4,826.46)	#DIV/0!
51242 Bank Charges, Fees	\$ 1.95	\$ -	\$ -	\$ (1.95)	#DIV/0!
51244 Permits/Licenses/Fees	\$ 1,220.00	\$ -	\$ 0	\$ (1,220.00)	122000000.00%
51249 Professional Services	\$ 385,489.57	\$ 945,000	\$ 945,000	\$ 559,510.43	40.79%
51401 Rent/Lease Costs	\$ 7,841.97	\$ 100,000	\$ 100,000	\$ 92,158.03	7.84%
52021 Safety Clothing - PPE	\$ 2,558.78	\$ 22,000	\$ 22,000	\$ 19,441.22	11.63%
52022 Clothing & Boot Reimbursement	\$ -	\$ 25,000	\$ 25,000	\$ 25,000.00	0.00%
52031 Food & Beverages	\$ 375.43	\$ 5,000	\$ 5,000	\$ 4,624.57	7.51%
52041 Station Supplies	\$ 1,232.59	\$ 10,000	\$ 10,000	\$ 8,767.41	12.33%
52061 Fuel Costs - vehicle/small tool	\$ 4,722.09	\$ 36,000	\$ 36,000	\$ 31,277.91	13.12%
52081 Medical Supplies	\$ 229.86	\$ -	\$ 0	\$ (229.86)	22986000.00%
52111 Office Supplies	\$ 345.50	\$ 2,000	\$ 2,000	\$ 1,654.50	17.28%
52141 Small Tools/Equip <\$1,000.00	\$ 22,732.07	\$ 25,000	\$ 25,000	\$ 2,267.93	90.93%
52142 Computer Equipment/Accessories	\$ 1,087.22	\$ -	\$ -	\$ -	#DIV/0!
52145 Grant Aquired Tools & Equipment	\$ -	\$ 10,000	\$ 10,000	\$ 10,000.00	0.00%

2024 -2025 Vegetation Management Fund

52191 Utilities	\$ 187.69	\$ -	\$ -	\$ (187.69)	#DIV/0!
52193 Utilities - Electric	\$ 168.36	\$ -	\$ -	\$ (168.36)	#DIV/0!
54305 Capital Assets	\$ 106,390.22	\$ 100,000	\$ 100,000	\$ (6,390.22)	106.39%
54331 Capital Asset - Mobile Equip	\$ 127,904.68	\$ 350,000	\$ 350,000	\$ 222,095.32	36.54%
85001 Transfer to Operational Reserves	\$ -	\$ 24,775	\$ 24,775	\$ 24,775.00	0.00%
General Fund Total Expenditures	\$ 1,204,476.39	\$ 2,867,000	\$ 2,867,000	\$ 1,662,523.61	42.01%
Net Position	\$ (1,036,807.55)	\$ -	\$ (0)		

Northern Sonoma County Fire Protection District

Check Detail

January 9 - 31, 2025

Name	Memo	Account	Paid Amount
Precision Wireless	42079	10002 · Summit State Bank - Operating	
		54331 · Capital Assets- Mobile Equip - Equipment	-15,395.59
			-15,395.59
Allstar Fire Equipment, Inc.	261138	10002 · Summit State Bank - Operating	
		261138: ProTech Structure Gloves (8). Haix Fire Hunte 52021 · Safety Clothing, PPE	-2,695.69
			-2,695.69
Comcast	937: 01/01/2025-01/31/2025	10002 · Summit State Bank - Operating	
		937: 01/01/2025-01/31/2025	-100.01
			-100.01
FRM		10002 · Summit State Bank - Operating	
	NSCF2424	51249 · Other Professional Services	-13,069.70
	NSCF2422	51249 · Other Professional Services	-9,045.50
	NSCF2425	51249 · Other Professional Services	-1,589.50
	NSCF2421	51249 · Other Professional Services	-2,200.00
			-25,904.70
Garrett Hardware & Plumbing, Inc.	78668	10002 · Summit State Bank - Operating	
		78668: AP: bulk bolts, zinc rod	-20.90
			-20.90
Grapevine Communications	28222, 28223, 28224	10002 · Summit State Bank - Operating	
		28222: monthly services	-103.70
		28223: monthly subscription Office 365	-226.57
		28224: Proactive maintenance	-395.97
			-726.24
Jacobszoon and Associates, Inc.	9391	10002 · Summit State Bank - Operating	
		9391: NEM Sept-Dec 2024	-973.50
			-973.50

Northern Sonoma County Fire Protection District

Check Detail

January 9 - 31, 2025

			-973.50
Nick Barbieri Trucking, LLC	1180502	10002 · Summit State Bank - Operating	
	1180502: 74 gal Diesel	52061 · Fuel/Gas/Oil	-393.92
			-393.92
North Sonoma Coast FPD	24-006	10002 · Summit State Bank - Operating	
	24-006: Fort Ross Rx Burn: 12/10/2024	51249 · Other Professional Services	-471.80
			-471.80
Target Solutions Learning	110373	10002 · Summit State Bank - Operating	
	110373: TS Premier Membership: 2/01/2025-01/31/2025	52115 · Books/Media/Subscriptions	-2,640.00
			-2,640.00
U.S. Bank	statement date 01/06/2025	10002 · Summit State Bank - Operating	
	statement date 01/06/2025	100064 · US Bank CC - CM	-4.38
	statement date 01/06/2025	100061 · US Bank CC - AP	-2,500.82
	statement date 01/06/2025	100062 · US Bank CC - AR	-3,491.45
	statement date 01/06/2025	100063 · US Bank CC - AT	-9,047.82
	statement date 01/06/2025	100065 · US Bank CC - JS	-21.89
	statement date 01/06/2025	100066 · US Bank CC - JT	-2,449.64
	statement date 01/06/2025	100067 · US Bank CC - KY	-10,384.82
	statement date 01/06/2025	100068 · US Bank CC - MT	-197.08
			-28,097.90
AT&T	287290909533X01102025	10002 · Summit State Bank - Operating	
	INV: 01102025 service	51021 · Phone Costs	-468.22
	new iPad and associated taxes/fees: 3631	52142 · Computer Equipment/Accessories	-272.24
	new iPad and associated taxes/fees: 3762	52142 · Computer Equipment/Accessories	-272.24
			-1,012.70
City of Calistoga	FY24-25 2nd Quarter	10002 · Summit State Bank - Operating	

Northern Sonoma County Fire Protection District

Check Detail

January 9 - 31, 2025

	FY24-25 2nd Quarter	51249 · Other Professional Services	-5,339.52
			-5,339.52
Cloverdale Fire Protection District		10002 · Summit State Bank - Operating	
	HFE0-2024-2025-Nov: Wages for K Yeager: 11/01/24-	50708 · Contract Employees	-12,130.89
	JPA- 2024-2025-November: 11/01/24-11/30/24	50708 · Contract Employees	-93,513.70
	HFE0-2024-2025-December: engineer wages	50708 · Contract Employees	-6,094.55
	New Tires for 6546, shared vehicle	51060 · Vehicle Maintenance, Outfitting	-1,736.84
	JPA-2024-2025-December	50708 · Contract Employees	-116,756.85
			-230,232.83
Comcast	459: 01/11-02/10/2025	10002 · Summit State Bank - Operating	
	459: 01/11-02/10/2025	51021 · Phone Costs	-288.54
			-288.54
FRM	NSCF2501	10002 · Summit State Bank - Operating	
	NSCF2501: 23-011	51249 · Other Professional Services	-26,593.19
			-26,593.19
FRMS	98 - 02/01/2025-02/28/2025	10002 · Summit State Bank - Operating	
	Delta	50803 · Dental	-214.03
	VSP	50805 · Vision	-43.07
	Kaiser, Blue	50801 · Health Ins	-3,832.85
	Delta	50803 · Dental	-53.50
	VSP	50805 · Vision	-10.76
	Kaiser	50801 · Health Ins	-916.42
			-5,070.63
Marshall Turbeville	Reimbursement	10002 · Summit State Bank - Operating	
	Reimbursement request: 12/02/2024: chainsaws (5)	52141 · Minor Equipment/Small Tools	-1,249.55
	Reimbursement request: 12/09/2024: chainsaw (1)	52141 · Minor Equipment/Small Tools	-249.99
			-1,499.54

Northern Sonoma County Fire Protection District

Check Detail

January 9 - 31, 2025

North Bay Health & Safety	NSC005	10002 · Summit State Bank - Operating	
	Quarterly facility inspection for station 1 and 2	51249 · Other Professional Services	-480.00
	Development of IIPP Training Course content	51249 · Other Professional Services	-720.00
	Meeting with AP re chainsaw safety training	51249 · Other Professional Services	-240.00
	Development of Chainsaw Safety Training course	51249 · Other Professional Services	-720.00
	IIPP Training C shift	51249 · Other Professional Services	-240.00
	IIPP Training Fuels Crew	51249 · Other Professional Services	-240.00
	Development for Temp Traffic Control Training course	51249 · Other Professional Services	-720.00
	IIPP Training A shift	51249 · Other Professional Services	-240.00
	IIPP Training B shift	51249 · Other Professional Services	-240.00
			-3,840.00
City of Healdsburg	FY24-25, 2 of 2	10002 · Summit State Bank - Operating	
	FY24-25, payment 2 of 2	51249 · Other Professional Services	-100,000.00
			-100,000.00
Healdsburg Signs, Inc.	241581	10002 · Summit State Bank - Operating	
	241581: Logo decals/truck lettering: VM41	51241 · Outside Printing and Binding	-674.00
	241581: Logo decals/lettering: Honda UTV	51241 · Outside Printing and Binding	-625.77
			-1,299.77
Jarvis Fay LLP	19840, 19841, 19842	10002 · Summit State Bank - Operating	
	19842: insurance review	51211 · Legal Services	-1,406.00
			-1,406.00
		TOTAL	(454,002.97)

Directors' Signatures:

X _____

X _____

X _____

X _____

X _____



Northern Sonoma County Fire Protection District

CHIEF'S REPORT

February 20, 2025

For Previous Month

SIGNIFICANT INCIDENTS

- January 8: Type 3 engine deployed as part of a task force to Los Angeles County for Eaton Fire
- January 26: Small vegetation fire caused by burn pile escape

COMMUNITY MEETINGS/OUTREACH

- January 10: Electronic newsletter
- January 13: Geyserville Together Meeting

FIRE OPERATIONS

- Updating apparatus replacement plan including a possible piggyback order for a new water tender
- Rain events created incidents for mud slides and trees down. Sand with sandbags is at the Alexander Valley Fire Station
- Influx of volunteer firefighter applicants

FIRE PREVENTION

- Hiring fire prevention officer to fill open position
- Working with community groups regarding Firewise USA recognition (new applications and renewing)
- Collaborating for renaming roads in The Geysers and reconciling County of Sonoma's GIS road data for The Geysers
- Franz and Knights Valleys are planning to install fire prevention signs

VEGETATION MANAGEMENT

- Partnering for a Community Wildfire Defense Grant application
- Geyserville East Wildland Fire Management Planning Unit development has started
- Fuels Crew worked on the following projects:
 - North East Geyserville
 - Geyser Peak to Pocket Peak fuel break (completed in January 2025)
 - Fitch Mountain Water Tanks
 - (South) Chalk Hill Road (Measure H Funded)
 - Northern Sonoma County Public Evacuation Corridor Protection

ADMINISTRATION

- 5-Year update process to the Sonoma County Multi-Jurisdictional Hazard Mitigation (HMP) in progress
- Facility needs assessment in progress

From: [Bistolfo, Amanda](#)
Cc: [De Leon, Maria](#); [Hernandez, Ramon](#); [Paulsen, Jon](#)
Subject: Solicitation for Nominations for Positions on the FRMS Board of Directors - DUE: February 28, 2025
Date: Monday, February 3, 2025 1:38:15 PM
Attachments: [image001.png](#)

Dear FRMS Members:

The Fire Risk Management Services (FRMS) is soliciting nominations for two (2) unexpired and three (3) full-term positions on the FRMS Board of Directors. The deadline for submittal of nominations is **Friday, February 28, 2025**. Nominations received after the deadline will not be accepted.

Partial/Unexpired Term:

Due to retirements, two (2) positions on the FRMS Board of Directors with unexpired terms will need to be filled. The newly elected Board Members shall assume office upon the date of election and shall serve out the remainder of the current term through June 30, 2027.

Full-Term:

Three (3) full-term positions on the FRMS Board of Directors are expiring on June 30. The newly elected Board Members will serve a full, three-year term from July 1, 2025, to June 30, 2028.

The following individuals currently serve in the expiring positions and are encouraged to submit a nomination formalizing their interest:

- Steve Akre, Sonoma Valley Fire District
- Steve Kovacs, Murphys Fire Protection District
- Jim Comisky, South Lake County Fire District

Online Nomination Form:

Please click on the following link to complete the online Nomination Form by **February 28th**:
[Nomination Form](#)

Self-nominations are permissible. If nominating another person, please obtain the nominee's permission first. Important: To qualify for nomination, the nominee must either be a member of the member District's governing body, its administrative officer, its fire chief, or staff person responsible for its risk management function.

Please note that Board Members are elected by Ballots. Online ballots listing all nominees will be distributed to Voting Members shortly after the deadline.

Thank you,

Amanda Bistolfo | Pooling Administration Analyst
Sacramento, CA
DIRECT 916.244.1190
EMAIL amanda.bistolfo@sedgwick.com

Any personal data acquired, processed or shared by us will be lawfully processed in line with applicable data protection legislation. If you have any questions regarding how we process personal data refer to our [Privacy Notice](#). Any communication including this email and files/attachments transmitted with it are confidential and are intended solely for the use of the individual or entity to whom they are addressed. If this message has been sent to you in error, you must not copy, distribute or disclose of the information it contains and you must notify us immediately (contact is within the privacy policy) and delete the message from your system.



**California Special
Districts Association**

Districts Stronger Together

DATE: February 10, 2025

TO: CSDA Voting Member Presidents and General Managers

FROM: CSDA Elections and Bylaws Committee

SUBJECT: **CSDA BOARD OF DIRECTORS CALL FOR NOMINATIONS
SEAT B**

The Elections and Bylaws Committee is looking for Independent Special District Board Members or their General Managers who are interested in leading the direction of the California Special Districts Association for the 2026 - 2028 term.

The leadership of CSDA is elected from its six geographical networks. Each of the six networks has three seats on the Board with staggered 3-year terms. Candidates must be affiliated with an independent special district that is a CSDA Regular Member in good standing and located within the geographic network that they seek to represent.
(See attached CSDA Network Map)

The CSDA Board of Directors is the governing body responsible for all policy decisions related to CSDA's member services, legislative advocacy, professional development, and other resources for members. The Board of Directors is crucial to the operation of the Association and to the representation of the common interests of all California's special districts before the Legislature and the State Administration. Serving on the Board requires one's interest in the issues confronting special districts statewide.

Commitment and Expectations:

- Attend all Board meetings, usually 4-5 meetings annually, at the CSDA office in Sacramento.
- Participate on at least one committee, meets 3-5 times a year at the CSDA office in Sacramento.
(CSDA reimburses Directors for their related expenses for Board and committee meetings as outlined in Board policy).
- Attend, at minimum, the following CSDA annual events: Special Districts Legislative Days - held in the spring, and the CSDA Annual Conference - held in the fall.
*(CSDA does **not** reimburse expenses for the two conferences even if a Board or committee meeting is held in conjunction with the event)*
- Complete all four modules of CSDA's Special District Leadership Academy within 2 years of being elected.
*(CSDA does **not** reimburse expenses for the Academy classes even if a Board or committee meeting is held in conjunction with the event).*

Nomination Procedures: Any Regular Member district in good standing is eligible to nominate one person, a board member or managerial employee (as defined by that district's Board of Directors), for election to the CSDA Board of Directors. **A copy of the member district's resolution or minute action and Candidate Information Sheet must accompany the nomination. The deadline for receiving nominations in the Northern Network is April 21, 2025. The deadline for receiving nominations in all other Networks is April 11, 2025. Nominations and supporting documentation may be mailed or emailed.**

Mail: 1112 I Street, Suite 200, Sacramento, CA 95814
Fax: 916.442.7889
E-mail: amberp@csla.net

Once received, nominees will receive a candidate's letter. The letter will serve as confirmation that CSDA has received the nomination and will also include campaign guidelines.

CSDA will begin electronic voting on June 10, 2025. All votes must be received through the system no later than 5:00 p.m. July 25, 2025. The successful candidates will be notified no later than July 29, 2025. All selected Board Members will be introduced at the Annual Conference in Monterey, CA in August 2025.

Expiring Terms

(See enclosed map for Network breakdown)

Northern Network	Seat B – Kim Seney, Director, Gold Mountain Community Services District
Sierra Network	Seat B – Jerry Gilmore, Director, Truckee Sanitary District*
Bay Area Network	Seat B – Ryan Clausnitzer, General Manager, Alameda County Mosquito Abatement District*
Central Network	Seat B – Lorenzo Rios, CEO, Clovis Veterans Memorial District*
Coastal Network	Seat B – Scott Duffield, General Manager, Heritage Ranch Community Services District*
Southern Network	Seat B – Don Bartz, General Manager, Phelan Pinon Hills Community Services District*

(* = Incumbent is running for re-election)

CSDA will be using a web-based online voting system allowing your district to cast your vote easily and securely. Electronic Ballots will be emailed to the main contact in your district June 10, 2025. All votes must be received through the system no later than 5:00 p.m. July 25, 2025.

*Districts can opt to cast a paper ballot instead; but you must contact Amber Phelen by e-mail amberp@csla.net by **April 25, 2025** in order to ensure that you will receive a paper ballot on time.*

CSDA will mail paper ballots on June 10, 2025 per district request only.

If you have any questions, please contact Amber Phelen at amberp@csla.net.



**California Special
Districts Association**
Districts Stronger Together

2026-2028 TERM BOARD OF DIRECTORS NOMINATION FORM

Name of Candidate: _____

District: _____

Mailing Address: _____

Network: _____ (see map)

Telephone: _____
(PLEASE BE SURE THE PHONE NUMBER IS ONE WHERE WE CAN REACH THE CANDIDATE)

Fax: _____

E-mail: _____

Nominated by (optional): _____

Return this form, a Board resolution/minute action supporting the candidate, and Candidate Information Sheet by mail or email to:

CSDA
Attn: Amber Phelen
1112 I Street, Suite 200
Sacramento, CA 95814
(877) 924-2732

amberp@csla.net

DEADLINE FOR RECEIVING NOMINATIONS:

Northern Network - Extended due to vacancy: April 21, 2025 at 5:00 p.m.

All other networks: April 11, 2025 at 5:00 p.m.



2026-2028 TERM - CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: _____

District/Company: _____

Title: _____

Elected/Appointed/Staff: _____

Length of Service with District: _____

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

4. List civic organization involvement:

****Candidate Statement – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. Any statements received in the CSDA office after the nomination deadlines will not be included with the ballot.**

From: [Val Swisher](#)
To: [Anneke Turbeville](#); [Rob Stewart](#)
Cc: [Nancy Graalman](#)
Subject: Agenda Item for 2/20/25 Board Meeting
Date: Sunday, February 9, 2025 3:35:43 PM

Dear Rob and Anneke,

We are the COPE leaders for Franz Valley. We understand there will be a Board Meeting on February 20th. We humbly request to have an item added to the agenda of the Board meeting.

We seek clarification on the following items related to the relationship between the NSCFPD/Foundation and the KVVFD Board/501c3:

- What operational control do they have over the Augie Grube Firehouse?
- Who controls the firehouse in terms of:
 - Access and purpose
 - Updates and maintenance
- Who oversees organizational relationships, certifications, and community outreach with the Franz Valley residents?
- Who controls the messaging and communication of fire-related activities for Franz Valley residents?
- What is the purpose of the KVVFD and why are they asking Franz Valley residents for money?

The residents of Franz Valley have been left in the dark and confused for far too long. Many of us receive solicitations from that organization, yet it is not clear that the KVVFD has control over the things they are asking funding for.

The residents of Franz Valley request that the District clarify the role and relationship of the KVVFD organization to fire prevention efforts. The residents need a definitive position from the District so that we can be sure that our money goes to the correct organization for the correct purposes and is used per our needs.

All of Franz Valley is extremely grateful to the Fire District, the Foundation, and Marshall Turbeville. Ever since the community overwhelmingly voted for the merger in 2019, we have experienced such a high level of service and care from everyone related to the District. We truly thank you for everything you do for us.

Let's clear up this one remaining issue so that we can all move forward towards a much safer future together.

Sincerely,

Valerie Swisher and Nancy Graalman
Franz Valley COPE

Anneke Turbeville

From: Robert Stewart <robertstewart1751@gmail.com>

Sent: Saturday, February 15, 2025 8:56 AM

To: vals@contentrules.com; ngraalman@gmail.com; Anneke Turbeville <aturbeville@nosocofire.com>

Subject: Agenda Item

Val and Nancy,

Thank you for communicating your concerns to the Board. I hope the following serves to clarify these matters.

- The Northern Sonoma County Fire Protection District (District) annexed the County Service Area 40 designated as Knights Valley Fire Service Area (KVFSA) in 2019. At that point, Government Agency jurisdiction switched from the County of Sonoma to the District.
- The KVVFD Board owns the fire station on Spencer Lane. The District rents the facility for \$1 per year. There is no other formal relationship between the District and the Volunteer Board.
- The District has assumed contractual responsibility with the City of Calistoga for emergency response into Knights and Franz Valleys on a pay-per-call basis.
- The operational control of the KV Firehouse, as the lease specifies, is now the responsibility of your Fire District. I have attached a copy of the lease for your review. It is a public document, so feel free to share it with others if they so desire.
- Access to the firehouse is now an operational consideration, and therefore falls to the purview of the Chief. Any requests for non department related activities must be approved by the Chief.
- The District is solely responsible for maintaining the buildings and grounds, and all proposed projects and their progress will be reported on the District website.
- The Chief, the Board, and the Staff all act in different capacities, in consort, to keep the residents of FV apprised of organizational relationships. As stated in your letter, our outreach to the community has improved, both in level of service and communication. We all owe this to the Chief and the foresight and innovation he brings, and to the dedicated and well trained staff he directs.
- I cannot speak to the purpose of the KVVFD. The relationship of the District vis-a-vis their organization is simply one of tenant and landlord. We lease the Grube Firehouse from them, and that is it. Their title is a bit of a misnomer, as they are in no sense of the word a fire department. They have no control of the station, the fire apparatus, or the firefighters who respond from it. They are certainly within their rights to solicit donations, but the District has no control of how and where they utilize those funds. Honestly, if you want to be certain your donations benefit the Franz Valley and its residents, perhaps you should make them to the Foundation and earmark their origin for accountability. We will see them used to your benefit. As I stated previously, we really do not have a relationship with the KVVFD.

I want to thank you both for your commitment to your COPE group and your fire District. It is a fine example you set for all District residents to emulate. I'm not certain this discussion requires a slot on the February Agenda, but would fit into the Correspondence segment where further clarification/questions could be briefly addressed. I look forward to your attendance.

See you Thursday,

Rob Stewart
